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PERSONNEL OFFICE  
SUMMARY OF TYPICAL WORK UNITS  
MONTHLY AVERAGES - 1952

WORK UNIT

MONTHLY AVERAGE <sup>1/</sup>

25X1A

1. Recruitment
  - a. Requisitions
    - (1) Average number on hand
    - (2) Positions covered by requisitions on hand
  - b. Applications Considered
    - (1) New Applications
    - (2) Reactivated applications
    - (3) Rejects and declinations
    - (4) Reviewed for current vacancies
  - c. Correspondence with applicants  
Outgoing letters prepared
2. Employment and Placement
  - a. Cases processed to I&SO for clearance
  - b. New employees entered on duty
  - c. Placement follow-up on new employees
3. Processing for Overseas Assignment
  - a. Travel Orders Processed
  - b. Interviews with employees
  - c. Travelers checked out
  - d. Agents' transportation arranged
4. Testing and Evaluation
  - a. Number of Persons Tested
  - b. Number of tests administered and scored
  - c. Field test reports prepared
5. Other
  - a. Personnel Relations  
Employee Interviews - exit interviews, counselling, etc.
  - b. Interim Assignment Branch  
Weekly peak on-duty strength

<sup>1/</sup> Based on data from June through December 1952.

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Policies &amp; Procedures

## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

## FROM:

RESEARCH & PLANNING STAFF  
PERSONNEL OFFICE

NO.

DATE

9 APR 1953

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Chief, PDO	104 N				<p>We would appreciate your informal comments and suggestions on the attached progress report for the Personnel Office during calendar year 1952. Since we plan to submit the report in final form the first of next week, we would appreciate having your comments by 10 April. They may be noted informally on this routing sheet.</p> <p>no comments WTS advised 4-10-53</p> <p>25X1A9a</p>
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